

PUBLIC NOTICE

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, (OMB), is soliciting letters of interest from professional service firms for the design and preparation of specifications and bid documents and contract administration necessary for **Statewide Minor Capital Projects**. Submissions will be received by way of the Bonfire Portal at <https://DFM.bonfirehub.com>

The purpose of this solicitation is to contract with multiple professional service firms that OMB can assign, as needed, to Statewide Minor Capital Projects. 29 Del. C. 6986. This program encompasses new construction, improvements, renovations, repairs, and replacements for Minor Capital projects administered by OMB. The selection of the specific projects is at OMB's discretion and no firm will be guaranteed any assignment. Each respondent should specially identify all the following professional services that their firm is qualified to perform (do not include any sub-contractor services):

- Architectural
- Structural
- Civil
- Geotechnical
- Mechanical
- Electrical
- Plumbing
- Interior Design

In order to be qualified to perform any of the above services, a firm must have at least one current employee with the State of Delaware professional license for that Discipline. These licensed employees must be identified in the firm's response.

Each successful firm will be required to sign and AIA B101-2017 contract with the Attachments. At its discretion, OMB will assign the projects to a firm and may (1) select another firm to act as a subcontractor, making the assigned firm, the prime design consultant; (2) allow the prime design consultant to select one of the contracted firms as a subcontractor; or (3) allow the prime design consultant to select its subcontractor.

Additional and supplemental services will be defined as required, and any additional professional disciplines required for a project may be selected by the prime design consultant with agreement from OMB. Construction administration and oversight services will be provided by OMB during the project. Once a project is assigned the firm will provide an AIA G802-2017 Amendment which outlines the scope of work to be provided for that specific project. To create a uniformity in the contracts for all the projects assigned under this RFP, OMB does not intend to alter or modify the Draft Contract or Attachments provided in this solicitation, other than information required for

Articles 1 and 13 of AIA B101-2017. This contract is the Fiscal Year 2027 and OMB will award to multiple vendors and to renew the contract annually through Fiscal Year 2029.

In order to be a qualified firm for this solicitation, a firm (or its branch office performing the work) must be located within a one-hour drive from either Wilmington, Dover, or Georgetown, DE, as measured by Google Maps. Other factors determining qualification for selection shall include:

- demonstrated experience with Public Works contracts, including any experience as a prime design consultant on a Public Works project
- organizational structure (personal) of the firm
- familiarity with Public Works, including work in the State of Delaware, as well as the Delaware Code.

To select assignments for each firm, OMB will, in addition to the above initial factors, consider:

- Knowledge of sites and project requirements
- Familiarity with local requirements
- Geographic location of main or branch offices based on the projection's location.

Questions regarding this solicitation must be submitted in writing to dfm_ask@delaware.gov by Tuesday, May 12, 2026. Responses will be posted by May 15, 2026, on <http://bids.delaware.gov>.

Interested firms shall submit proposals by way of Bonfire Portal at <https://DFM.bonfirehub.com> before **4:00 p.m. on Thursday May 28, 2026**.

OMB seeks to apportion work equitably to interested and qualified firms. The above criteria will be used to select firms to perform these services. All information shall be submitted on GSA Forms 54/255, SF 330 format or equivalent. Respondents are reminded that the project engineer and architect for this work must be licensed in the State of Delaware. Selected firms who reply will be given notice of times and dates for scheduled interviews, as required. Facsimile are not acceptable.

OMB reserves the right to issue further RFP to obtain additional design services as needed.

END OF PUBLIC NOTICE